BCC First Draft Non-Teaching Jobs List

June 2025

Category	Subcategory	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
Administration & Finance	AF - Administration		Administration Assistant Attendance and Admissions Clerk Driver Coordinator Receptionist School Clerical Assistant	Cover and Professional Development Administrator Digital Administrator Office Manager PA To Headteacher	Senior Office Manager			
			School Secretary	Pastoral Assistant School Administrator Senior School Secretary				
	AF - Business Management & Finance		Finance Assistant Human Resources Support Assistant	Finance Officer Financial Administrator	Bursar Finance Office Manager Human Resources Manager	School Business Manager	Strategic Business Manager	Director of Support Services
	AF - Exams & Data		Examinations Assistant	Student Data and Exam Manager Examination Officer Lead Invigilator		Data Manager		
Facilities	FM - Cleaning & Catering	Cleaner Domestic Assistant General Assistant Laundry Assistant	Cleaner In Charge Cook Deputy Cook Cook - Residential Homes	Catering Supervisor	Catering Manager Senior Catering Supervisor			
	FM - Site		Assistant Building Services Supervisor Building Services Supervisor Grounds Maintenance Operative	Building Services Manager	Facilities Manager Site Manager			
Pupil Support/Welfare	PS - Lunchtime Supervision		Lunchtime Manager Lunchtime Supervisor Senior Lunchtime Supervisor					
	PS - Medical			First Aider	School Nurse Speech and Language Therapist			
	PS - Pastoral		Community Family Worker Home School Link Worker Pastoral Support Officer Pupil Guide	Attendance Officer Community Project Co-Ordinator Family Support Worker Parent Support Worker Pastoral and Learning Support Worker Raising Achievement Assistant Work Related Advisor	Development Officer Attendance Family Work Co-Ordinator Inclusion Manager Pastoral Head of Year Pastoral Manager Senior Family Support Worker	Careers Education IAG Manager Pastoral Director/Assistant Head Pastoral Vear Head Strategic Pastoral Care Manager		
	RD - Residential School			Residential School Care Worker (Qualified)	Mobility Officer Residential School Team Leader	Residential School Principal Care Coordinator Residential School Care Coordinator Senior Mobility Officer		
Specialist & Technical	ST-IT			ICT Network Manager Information Systems Manager Senior ICT Support Officer	ICT Operations Manager	Strategic ICT Manager		
	ST - Library ST - Technician	Library Assistant	Librarian Design and Technology Technician IT Technician Laboratory Technician Technician	Senior Librarian Senior Technician	Senior Technical Officer			
Teaching & Learning Support	TL - Clubs and Play	Breakfast Club Co-ordinator Breakfast Club Supervisor Play Worker	Before/After School Club Deputy Manager Play Coordinator Senior Playworker	Before and After School Club Manager				
	TL - Coach		Sports Coach	Sports Instructor				
	TL - Learning Support		Assistant Learning Mentor Teaching Assistant - Level 2	Braille Transcriber Cover Supervisor Learning Mentor Learning Resource Manager Teaching Assistant - Level 3 Special Needs Officer	Forest School Co-ordinator Higher Level Teaching Assistant Senior Learning Mentor			
	TL - Nursery/Day Care		Early Years Worker Nursery Officer Nursery Officer (Qualified) Unqualified Nursery Officer	Senior Nursery Officer	Senior Nursery Manager			